



Sender's information:

Region/Unit _____

Office Address _____

Mail Code _____

City, State, and ZIP _____

FAX Transmittal

If you received this fax message in error, **DO NOT PROCEED TO THE NEXT PAGE**. The information on the following pages is CONFIDENTIAL and intended solely for the individual to whom this message is addressed. You are not authorized to look at this information. Please contact the sender of this message immediately for instructions.

Date: _____

To: Recipient's name

Fax: Recipient's fax number

Recipient's agency or company name and department

Tel: Recipient's telephone number

From: Sender's name

Fax: Sender's fax number

Tel: Sender's telephone number

Re: Subject

Number of Pages (including cover sheet): _____

☐ Urgent

☐ For Review

☐ Please Comment

☐ Please Reply

Message: